

ADM-10-7

ADMINISTRATIVE
STAFF SUPPORT

DD/ST# 0859-64

9 March 1964

MEMORANDUM FOR: Chief, ADPD

SUBJECT : OCS Staff Support to ADPD

The Admin Staff has referred to me your comments concerning certification of the invoice for rental of an RCA Tapewriter-Verifier. In it, you raise the issue of keeping ADPD administrative support entirely separate from OCS for the time being.

I have discussed this with Col. Giller and he agrees that ADPD should relate to the OCS Plans and Admin Staffs as would any other Division in the Office. Our practice is that the Divisions provide the Staffs information on needs and pertinent back-up facts; the Staffs take it from there for appropriate action and, when required, preparation and release of papers from the Office.

Should you feel at any time that the Staffs are not translating your requirements correctly, then as a Division Chief you have the usual redress to my office.

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JOSEPH BECKER
Assistant Director,
Computer Services

cc: Col. Giller
C/Admin Staff
C/Plans Staff

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